

TO: Mary Gallagher, President

FROM: Jim Lancaster, VP Academic Affairs/ICC Incident Director

DATE: November 12, 2020

RE: Planning Objectives Summary: November 12th Incident Command Center (ICC) meeting

The full ICC met on November 12, 2020. ICC Objectives were reiterated in the following order:

- I. Health and Safety of LACC students, staff and faculty.
- II. Instruction and Student Services Continuity
- III. Business Continuity

Based on those directives, each ICC section was assigned the following tasks:

1. LACC COVID-19 Cases/Exposure reports
 - a. None Reported
2. Liaison Report:
 - a. EOC meeting only on Tuesdays.
 - b. Remind employees coming to campus not to congregate and follow all COVID-19 protocols.
 - i. Email was sent out to all from District HR as a reminder.
 1. Memo noted that this is personal responsibly and is insubordination not to follow protocols.
3. Safety Officer:
 - a. Meeting held with facilities directors to discuss issues.
 - i. Making sure to remind individuals to follow protocols
 - ii. Making sure to provide assignments that allow social distancing.
 - iii. Possibility of being flexible with employee schedules.
 - b. Increase in reported COVID-19 cases/exposures within district.
4. Updates to ongoing Issues/Activities:
 - a. Management Section:
 - i. District workgroup on EOC and ICC responsibilities is close to finalizing roles, expect to see it within the next week.
 - ii. Building and Trades returning fully to campus on the 16th of November.
 - iii. Recovery grid in final stages, currently with Student Services.
 - b. Van de Kamp:
 - i. None
 - c. Operations:
 1. Building and Trades returning fully to campus on the 16th of November.
 - i. IT:
 1. None
 - d. Planning Section:

- i. None
 - e. Finance/Logistics:
 - i. Reminder to submit covid expenses.
 - ii. Email sent out with updated information regarding equipment and technology check-out process.
- 5. New Activities/Issues by section:
 - a. Management Section:
 - i. Nursing is starting a new 20 student cohort.
 - ii. Need to make sure we have plenty of plexiglass for when we are allowed to open up more classroom activities.
 - 1. Safety Officer: ordered enough to set-up 60 to 80 classrooms.
 - a. Van de Kamp: None
 - b. Operations:
 - 1. None
 - i. IT:
 - 1. None
 - b. Planning Section: None
 - c. Finance/Logistics: None
- 6. Items from the Floor:
 - a. Day of Gratitude was successful on Tuesday, day two continues today, will remind them not to congregate.
- 7. Adjournment: 9:25am

JL:mr